GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Agriculture & Cooperation Department – Implementation of Right to Information Act, 2005 – Appointment of Assistant Public Information Officers, Public Information Officers, and First Appellate Authorities – Instructions to All HoDs under the control of Agriculture & Cooperation Department and Sections of the Department– Orders – Issued.

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AGRICULTURE AND COOPERATION (AGRI.VI) DEPARTMENT

G.O.RT.No. 685 Dated: 11-08-2025

Read the following:

1. G.O.Rt.No.4976, G.A. (OP.I) Department, Dated: 14.11.2013.
2. Circular Memo No.30742/RTIA/GPM&AR/2013, General Administration (GPM&AR) Department, dated 30.09.2013.

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O R D E R:

In accordance with the provisions contained in Sections 5(1), 5(2) and Subsection (1) of Section 19 of the Right to Information Act, 2005, and in terms of the instructions issued in the references read above, the Government hereby issue the following instructions for effective implementation of the RTI Act in the Agriculture & Cooperation Department.

2. All the Section of the Department shall designate the following functionaries as per RTI provisions:

1.	The Section officer concerned shall be designated as	The Assistant Public Information Officer (APIO)
2.	The Assistant Secretary or equivalent officer dealing with the subject shall be designated as	The State Public Information Officer (PIO)
3.	The Spl. Secretary/Addl. Secretary/ Joint Secretary / deputy Secretary dealing with the subject shall be designated as	The First (1st) Appellate authority (FAA)

3. Each HoD shall also appoint a Nodal RTI Officer to coordinate all RTI matters pertaining to their HoD and to liaise with the Government PIOs and Appellate Authorities effectively.

4. In case an RTI application contains the information that pertain to another HoD or another Department, the concerned PIO shall transfer the application to the appropriate authority under Section 6(3) of the RTI Act, 2005. Simultaneously, a communication shall be sent to the applicant informing them about the transfer, with a copy marked to the Agriculture & Cooperation Department for record.

(P.T.O.)

5. All PIOs of the HoDs should maintain a Register for all RTI applications and take necessary actions as per rules of the RTI,Act, 2005.

6. All PIOs at the Secretariat shall maintain a Register for all RTI applications, collect application fees, and consolidate data for submission of quarterly, halfyearly, and annual RTI reports to the General Administration (GPM&AR) Department.

7. All Officers designated under this G.O. shall ensure strict compliance with timelines and responsibilities under the RTI Act, 2005. Failure to adhere to these responsibilities will be viewed seriously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

B RAJSEKHAR I A S
EX-OFFICIO SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
All the Heads of Departments under the control of Agriculture & Cooperation Department
All the Assistant Secretaries / Section Officers of Agriculture & Cooperation Department
All the Middle-Level Officers of Agriculture & Cooperation Department
All the Sections of Agriculture & Cooperation Department
Copy to:
The General Administration (GPM&AR) Department
All Corporations / Societies / Autonomous Bodies under the administrative control of Agriculture & Cooperation Department
The Law Department
SF/SC

//FORWARDED :: BY ORDER//

SECTION OFFICER